

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CYTOTECHNOLOGIST SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions which function as Cytotechnologist Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions which perform supervisory duties for a single work unit responsible for performing professional cytology analysis.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “supervisor” as defined in Wis. Stats. 111.81(19) and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions supervising exclusively in the areas of chemistry, medical technology or microbiology and are more appropriately classified as Chemist Supervisor, Medical Technologist Supervisor or Microbiologist Supervisor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

**II. DEFINITIONS**

**CYTOTECHNOLOGIST SUPERVISOR**

Positions in this classification supervise a single work unit providing cytology analysis. Staff includes professional Cytotechnologists and related support staff. Responsibilities included directing the activities and work flow of a work unit, performing complex cytology analysis, evaluating and processing cytology samples, and acting in a public relations/liaison capacity for the department on professional matters.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective August 12, 2001, and announced in Bulletin CLR/SC-132 to describe positions which supervise Cytotechnologist positions.

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